



**NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD MEETING AGENDA**

**October 4, 2013
9:00 AM- 1:00 PM
Jim West Regional Transit Center
Board Room**

Following is a summary of the actions taken by the North Central Regional Transit District's Board of Directors on the above date. This is not an official transcript of the meeting.

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board of Directors was called to order on the above date by Commissioner Dan Barrone at 9:10 a.m. at the Jim West Transit Center at 1327 N. Riverside Drive, Espanola, NM.

1. PLEDGE OF ALLEGIANCE

2. MOMENT OF SILENCE

3. ROLL CALL

Members Present:	Elected Members	Alternate Designees
Los Alamos County		<i>Philo Shelton</i>
Rio Arriba County	<i>Absent</i>	
Taos County	<i>Commissioner Daniel Barrone</i>	
Santa Fé County		<i>Commissioner Miguel Chávez</i>
Nambé Pueblo	<i>Absent</i>	
Pojoaque Pueblo	<i>Absent</i>	
Ohkay Owingeh	<i>Christy Mermejo</i>	
San Ildefonso Pueblo	<i>Lillian Garcia</i>	
Santa Clara Pueblo		<i>Mary Lou Valerio</i>
Tesuque Pueblo		

City of Santa Fé	<i>Patti Bushee</i>	
City of Española	<i>Mayor Pro Tem Dennis Tim Salazar</i>	
Town of Edgewood	<i>Councilor Chuck Ring</i>	
Rio Metro (ex officio)	<i>Absent</i>	

Staff Members Present

Mr. Anthony J. Mortillaro, Executive Director
Ms. Glenda Aragon, Financial Manager
Mr. Pat Lopez, Financial Analyst
Mr. Jim Nagle, Public Information Officer
Ms. Dalene Lucero, Executive Assistant
Mr. Mike Kelly, Transit Operations Manager
Ms. Stacey McGuire, Project and Grants Specialist

Others Present

Mr. Mark Basham, Legal Counsel
Mr. Carl Boaz, Stenographer
Mr. Antonio Sierra, Rio Grande Sun
Debbie Manzanares, Ghost Ranch
Daniel Manzanares, Ghost Ranch
Gary Forrest, Sipapu Ski and Summer Resort
Ken Smithson, City of Santa Fe

4. INTRODUCTIONS

All present introduced themselves to the Board.

5. APPROVAL OF AGENDA

It was determined that the next Board meeting would be moved to November 8, 2013, due to the Pueblos not being able to attend on the original scheduled date of November 1, 2013. The agenda was unanimously approved as amended (8-0).

6. APPROVAL OF MINUTES – September 6, 2013

The meeting minutes from the September 6, 2013, meeting were approved (7-0). Councilor Bushee abstained her vote due to not being present at the prior meeting. However, she did note that the City of Santa Fe was represented.

7. PUBLIC COMMENTS

There were none.

PRESENTATION ITEMS:

There were none.

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

A. Discussion and Consideration of Resolution 2013-24 adopting a Money Purchase Retirement Plan, Executing the Declaration of Trust of Vantage Trust and approving the Plan Document and Trust, Administrative Services Agreement and affiliated documents

Mr. Mortillaro gave a brief overview of the retirement plan design. He noted that at the August 2, 2013 Board Meeting, Resolution 2013-17 was approved by the Board providing for an individual choice election on November 5, 2013 for all employees hired before August 2, 2013 to determine whether they would continue to participate in Social Security or withdraw. For those employees who chose to withdraw from Social Security the Board approved the establishment of a mandatory participation supplementary pension plan. That supplementary pension plan will be provided through the International City Managers Association Retirement Corporation. The basic plan design provides for a 6.2% contribution by the District (equal to the Social Security contribution) and mandatory 4.2% contribution by the employee.

Mr. Mortillaro continued to explain the plan in further detail and the discussion on the item continued.

Commissioner Chavez made a motion to approve Resolution 2013-24 adopting a Money Purchase Retirement Plan 10-107802. Councilor Bushee seconded the motion and it passed by unanimous voice vote (9-0).

B. Discussion and Review of FY 2013 End of Year Budget

Mr. Lopez proceeded to explain the FY 2013 End of Year Budget. He noted that The NCRTD plan of action was to conservatively anticipate a short fall in anticipated revenue for the upcoming months in GRT from Los Alamos County anticipated at a -20% in revenue for the remaining 6 months, (January-June 2013) although overall for the entire year it came in at -23% including the reimbursement in October. Rio Arriba County at -2.21%, an increase from Santa Fe County at 8.09% and Taos County increase at 5.69%.

Mr. Lopez continued stating that the NCRTD anticipated receiving a deficit of - \$218,002 and the actual deficit came in at -\$84,956, coming in with an overall difference at yearend of \$133,046.

He then noted that the NCRTD budgeted conservatively for GRT revenues and cut expenditures in various line items for the remainder of the year in which our anticipated mid-year projected cuts in savings \$676,711, and year to date actual savings came in at \$704,915, a difference of \$28,204.

Overall the NCRTD has benefited from budgeting revenue conservatively and cutting expenditures at mid-year for FY13 with a total surplus of \$619,955 in Gross Receipt Tax savings.

Due to additional efforts to secure federal funding for capital projects anticipated to be funded at 100% from GRT, the District was able to generate additional savings. This effort resulted in an additional savings of \$232,597. Therefore actual total net savings for FY 2013 resulted in surplus of \$852,556.

The previous projected end of year reserve balance was \$3,463,144. Actual end of year reserve balance is \$4,053,374. Required reserve level by Board policy is \$2,332,991(25%) for FY 2014.

Further discussion continued on this item.

Commissioner Barrone commended staff for their hard work on this item.

This item was for discussion only; no action was taken.

C. Discussion and Consideration of Resolution 2013-25 Authorizing Application Submittal for a Transportation Alternatives Program (TAP) ADA Transition Plan

Mr. Mortillaro gave a brief overview in regards to the Application for a Transportation Alternatives Program. He then commended Ms. McGuire for her hard work in this matter, and proceeded to ask Ms. McGuire to further present on this item.

Ms. McGuire noted that Resolution 2013-25 is required to be considered for Federal Fiscal Year 2014 (FFY14) and Federal Fiscal Year 2015 (FFY15) TAP funding through the Northern Pueblos Regional Planning Organization. She mentioned that The NCRTD is applying for funding for an ADA (Americans with Disabilities Act) Transition Plan that will be used to plan, design, and construct ADA compliant bus stops and shelters. Currently, the NCRTD has 32 rural and urban area bus stops with shelters in place that are not compliant with ADA regulations, and multiple additional rural bus stops that need modification to be brought up to ADA standards. Ms. McGuire stated that in Phase I (FFY14), an ADA Transition Plan will be created and used to formally identify ADA noncompliant bus stops and shelters and determine and design the necessary modification to bring the bus stop into ADA compliance. In Phase II (FFY15) of the project, the ADA Transition Plan findings will be implemented to bring existing ADA noncompliant bus stops and shelters into compliance.

It was recommended that the Board approve Resolution 2013-25 authorizing the submittal of an application for TAP funds.

Councilor Bushee made a motion to approve Resolution 2013-25 Authorizing Application submittal for a Transportation Alternatives Program (TAP) ADA Transition Plan as amended. Ms. Valerio seconded the motion and it passed by unanimous voice vote (9-0).

D. Discussion and Consideration of Sipapu Service Expansion

Ms. McGuire mentioned that at the September Board meeting, Staff presented an Agenda Report to the Board regarding the request for service to Sipapu Ski and Summer Resort. Based upon Board discussions at that time, Staff was directed to continue discussions with Sipapu relating to incorporating a stop at Sipapu into the current weekday Peñasco route, and the possibility of a Sipapu contribution to offset the cost of weekend service.

Ms. McGuire noted that the NCRTD Board directed Staff to reach out to the Town of Taos and the Chile Line to discuss ways to collaborate to reduce duplications in service and to increase efficiencies, with the thought that a potential cost savings could be realized (for both agencies). The Board could then look at potentially reprogramming said cost savings into expanding service of existing routes, such as incorporating weekday service for Sipapu into the Peñasco route.

As a result, Staff and Sipapu management have continued talks about the service request, and have discussed a variety of different options ranging from incorporating a weekday stop into the current routing, adjusting the current run times to improve employment opportunities for area residents, and/or tourists, and the possibility of providing Sipapu-funded weekend service on a trial basis.

In addition, Executive Director Anthony Mortillaro and NCRTD Chair and Taos County Commission Chair Dan Barrone met with Town of Taos Manager Oscar Rodriguez and discussed opportunities for both agencies to reduce duplications in service as well as improve efficiencies.

As a result of this meeting, Staff was instructed to follow up with Town of Taos and the Chile Line to further discuss collaboration. Staff from Town of Taos and NCRTD are scheduled to meet on October 2, 2013. It is anticipated that multiple routes will be discussed, including but not limited to UNM, Peñasco, Questa, and Taos to Española (and Santa Fe). Additional information garnered through this meeting will be provided at the October 4, 2013 Board meeting.

The Board directed staff to provide monthly updates in regards to this matter and to further discuss collaboration with Sipapu Corporate, the Town of Taos, and the Chile Line.

E. Discussion and Consideration of Ghost Ranch Service Expansion

Ms. McGuire stated that at the September Board meeting, Rio Arriba County Manager Tomas Campos presented the Board with a written request to consider a new transit stop in Rio Arriba County at Ghost Ranch by incorporating it into the existing Chama route.

The Board directed Staff to perform a needs assessment in response to the request for service expansion to Ghost Ranch. Ms. McGuire mentioned that Staff has evaluated the request, performed a needs assessment, and met with Ghost Ranch management and staff to discuss available options.

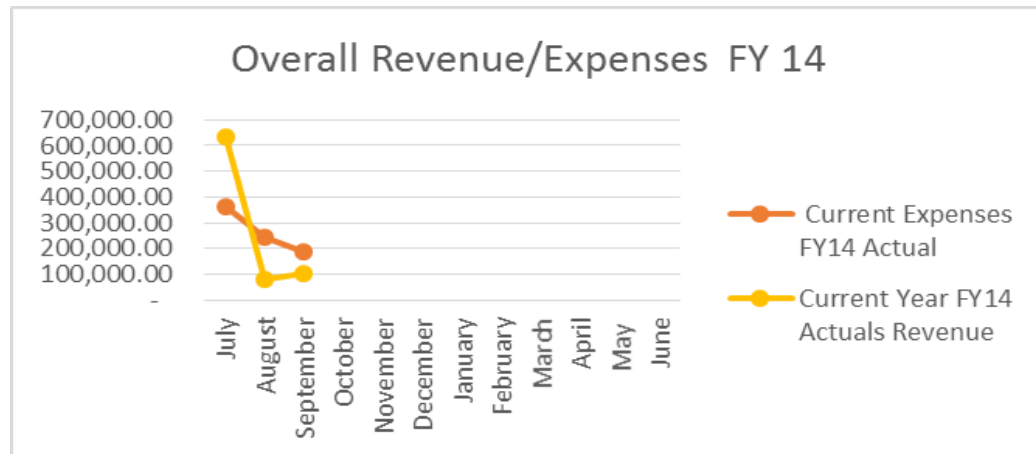
This modification is designed to improve overall transit service and regional interconnectivity to residents and visitors to Rio Arriba County and to the Ghost Ranch area. It acknowledges the service area needs for greater access to local transit, improved regional transit connectivity, and augmented access to essential and recreational services. The proposed recommendations also address the potential economic and operational impact to the NCRTD.

It was recommended that the Board adopt Version 1. Given the current Chama route structure and schedule, the most readily implemented and least costly option is Version 1. The existing Chama route operates three days a week, Tuesday-Thursday. Version 1 proposes continuing the three day a week service while incorporating a bus stop on Highway 84 at Continental Divide Trail, which is the access road to Ghost Ranch. Although this option does not fully meet employee or visitor needs, it acknowledges and factors in that expansion within the Chama route is not in the current budget, and the anticipated cost increase associated with Version 1 is nominal.

Councilor Bushee made a motion to approve Version 1 as recommended by staff. Ms. Valerio seconded the motion and it passed by unanimous voice vote (9-0).

DISCUSSION ITEMS:

F. Financial Report for September 2013:



G. Finance Subcommittee Report:

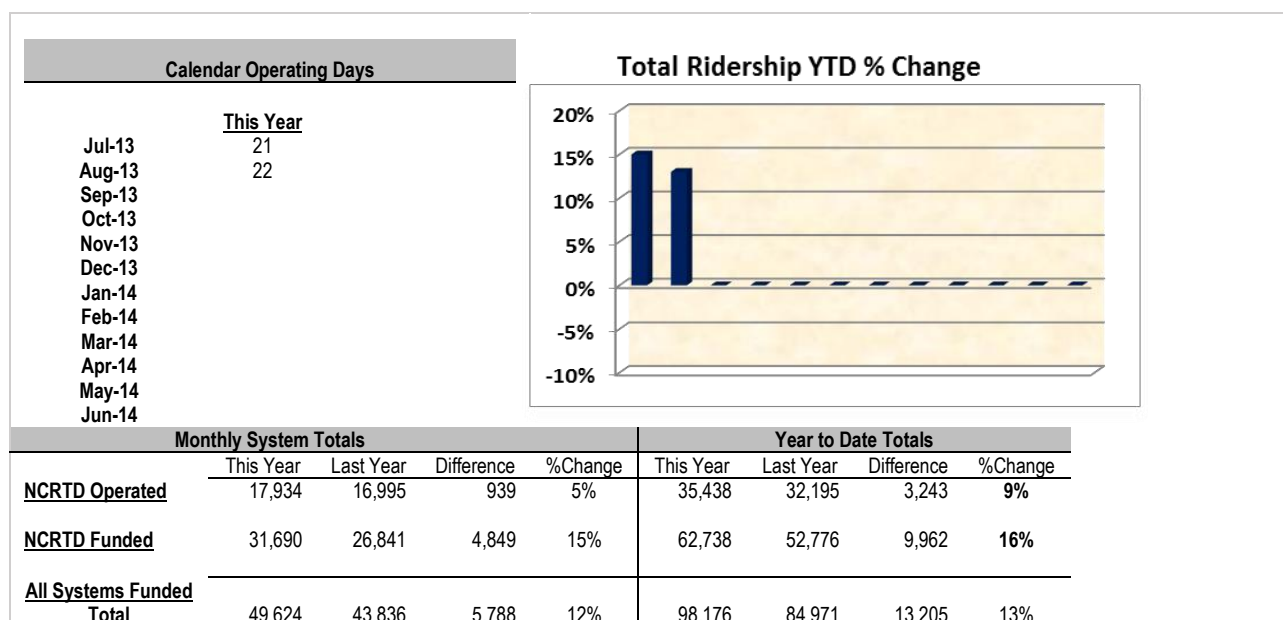
Mr. Mortillaro gave a brief overview in regards to the meeting that was held on September 27, 2013. However, there was no Finance Subcommittee Report or draft minutes for review.

H. Tribal Subcommittee Report:

There was no Tribal Subcommittee Report.

I. Executive Report for September 2013 and Comments from the Executive Director:

- 1) Executive Report
- 2) Performance Measures for August 2013
- 3) Ridership Report for August 2013



MATTERS FROM THE BOARD.

There were none.

MISCELLANEOUS

J. Request for Service to Santa Fe Ski Basin

Councilor Bushee gave a brief overview in regards to the request for Service to the Santa Fe Ski Basin. She noted that transit service to Ski Santa Fe and the Surrounding Area would greatly improve access to employment opportunities for local residents and transit-dependent individuals, as well as offer transit options to visitors and tourists.

It was recommended that Board members commence a “needs assessment report” and to place this item on the November 8, 2013 Board Meeting for discussion and Consideration by the Board.

Further discussion went on regarding this item.

Commissioner Chavez noted that he did not feel comfortable setting a date for this item, because he believed it would not be done by this ski season. He also stated that he would like staff to determine a timeline that would allow them to do the route correctly. Commissioner Chavez asked Ms. McGuire if she believed the report could be done on this item by the November meeting.

Ms. McGuire stated that she believed it would not be sufficient time because a lot of discussions would have to be done with various entities before having an answer or finalizing a route. She noted that she believed it would not be done by the start of this year’s ski season.

Commissioner Chavez made a motion to direct staff to bring regular updates to the Board on this item until it is finalized. Councilor Bushee seconded the motion and it passed by unanimous voice vote (8-0).

ADJOURN

The meeting was adjourned at 12:10 P.M.

NEXT BOARD MEETING: November 8, 2013 at 9:00 a.m.